



BUREAU OF HUMAN RESOURCES

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MEMORANDUM

Date: November 7, 2019

TO: Cook County Board of Commissioners

FROM: Velisha L. Haddox *VLH*
Bureau Chief of Human Resources

RE: Response to League of Women Voters' Inquiries

This memo is in response to a request from Chairman Daley on behalf of the League of Women Voters, dated October 25, 2019.

1. Cook County's Time and Attendance System (CCT System) is working properly for its intended purpose.
2. Each separately elected office of Cook County government is responsible for its operations and office management. Cook County Offices under the President manages all categories of employee absences for its employees. The Cook County Pension Fund, however, manages short-term and long-term disability. Cook County recently transitioned to an enterprise-wide system that allows managers to have access to employee attendance data at their fingertips. We also have transitioned many of the responsibilities of the Office of Performance Management to the new Department of Research, Operations and Innovations as the County moves toward using lean tools to drive continuous improvement.
3. Departments across Cook County Offices under the President monitor absences closely. Per the Cook County Time and Attendance Policy, employees are subject to discipline for policy violations. Departments also may report abuse of the County's systems and policies to the Office of the Independent Inspector General.
4. Each separately elected office is responsible for its operations and office management including, but not limited to, policy creation and implementation. Cook County Offices under the President has an FMLA Policy and has provided training and counsel to employees and management. All offices across Cook County are expected to follow the federal mandates of the Family and Medical Leave Act, whether or not the office has issued an accompanying policy.